

Town of Rowe----FY2013

Board of Selectmen---Meeting Minutes

Monday, January 14, 2013 3:00pm

Call to Order: The meeting was called to order by Chairman Wilson at 3:04pm.

Present: Chairman Marilyn Wilson, Vice-Chairman Paul McLatchy III, Selectman Noel Abbott

Chairman Wilson said that she was able to book Town Counsel for the Special Town Meeting (STM) on Jan. 23, 2013 at 6:30pm. Mr. Brian Riley of Kopelman & Paige, legal firm for Rowe, is available and his specialty is municipal law. Chairman Wilson made a motion to formally engage Mr. Riley for the STM; Vice-Chairman McLatchy seconded the motion; the vote was 3-0-0 in favor of doing so.

Chairman Wilson said that she planned to work with the School Committee (SC) to develop a process for reviewing and approving school purchases and ensuring that such purchases are entered into the correct accounting categories. A letter was sent to the Rowe School Committee with copies to the Mohawk Superintendent, Business Manager, and Rowe School Principal stating that no further orders were to be placed from the Rowe School Fire Account without the pre-approval of the Selectmen. The issue has arisen again because this written directive was not followed. There was agreement among the BOS members that this issue needs to be addressed. Selectman Abbott wants the Mohawk Central Office to adhere to the directive by sending Purchase Orders (PO's) to the BOS for approval of items related to the Rowe School fire before orders are placed. Selectman Abbott would also like answers as to why the letter from the BOS requesting such prior approval was disregarded.

Chairman Wilson announced that VertitechIT, an Information Technology firm in Northampton MA will be coming to Rowe on Tues. Jan. 15, 2013 at 10am to conduct a free assessment of our computer system needs.

The purpose of today's meeting is to begin a review of the Human Resources (HR) policies for the Town of Rowe. Vice-Chairman Paul McLatchy presented the Table of Contents from the Employee Handbook of Arlington, MA. The items listed were discussed in depth with a view to how they would be pertinent to the Town of Rowe. It was decided that Vice-Chairman McLatchy would research various towns to see what their policies are. Chairman Wilson will study a HR textbook, and also look to see what is available from the Commonwealth of MA by way of legal guidance.

It was further decided that one of the first items which should be addressed is that of bringing job descriptions up to date. Vice-Chairman McLatchy volunteered to do the formatting of Rowe's HR Handbook when it is ready. He also suggested that the

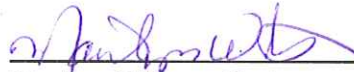
position of Town Coordinator be one of the first positions to be updated. It was also agreed that the Disclaimer "This Handbook and its contents do not constitute an employment contract" should be at the top of the Table of Contents.

The necessity of having Town Counsel approve the final HR document was agreed. The next meeting for Human Resources Policy will be on Fri. Jan. 18, 2013 at noon. Chairman Wilson made a motion to adjourn the meeting at 3:55pm. Vice-Chairman McLatchy seconded the motion; the motion passed 3-0-0.

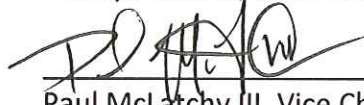
Respectfully submitted,

Marilyn Wilson  
Chairman, Rowe Board of Selectmen

Approved:



Marilyn Wilson, Chairman



Paul McLatchy III, Vice Chairman

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Noel Abbott

Jan 16, 2013

Date Approved

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**Attachments:**

- Agenda
- Table of Contents – Arlington MA Employee Handbook